



**Policy: 4410**  
**Procedure: 4410.06**  
**Chapter: Education**  
**Rule: Attendance Accounting**

**Effective:** 7/30/08  
**Replaces: 4410.06**  
**Dated: 10/10/1997**

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Education System maintains student class attendance records to ensure accurate juvenile accountability and to document attendance for state and federal funding purposes.

### **Rules:**

1. The **EDUCATION SECRETARY** shall:
  - a. Enter the names of all students on the official Education System Enrollment and Attendance record on the first day that students attend class;
  - b. Prior to the start of each education day, provide teachers a list of juveniles who are:
    - i. Not expected to be present;
    - ii. To be enrolled; and
    - iii. No longer in school.
2. **EDUCATION TEACHERS** shall:
  - a. Take attendance at the beginning of each class period;
  - b. Report any absences not included on the Daily Absence List to the School Office;
  - c. Sign daily attendance sheets verifying:
    - i. Attendance;
    - ii. Subject taught; and
    - iii. Time of class.
  - d. Submit all attendance documentation to the school office according to the schedule established by the School Principal/Administrator but no later than the end of each school day.
3. Upon receipt of attendance documentation, the **EDUCATION SECRETARY** shall:
  - a. Input the data into Youthbase;
  - b. Verify input data against the signed Attendance forms;
  - c. Initial and date attendance forms when data entry has been completed;
  - d. When all the attendance data entry has been completed:
    - i. Print a Daily Attendance Summary report from Youthbase;
    - ii. Verify the accuracy of the report; and
    - iii. File the report on top of the attendance reports for that given day.
  - e. If the Daily Attendance Report does not print:
    - i. Query Youthbase using the Missing Attendance screen to locate what courses are missing attendance;
    - ii. Correct any missing data; and
    - iii. Print the Daily Attendance Summary report.
4. The **PRINCIPAL/SCHOOL ADMINISTRATOR** shall ensure:
  - a. Data entry for attendance is completed by noon of the next business day unless other arrangements have been pre-approved by the Education Superintendent or the Principal/School Administrator and the Education Division Student Information Coordinator. (Specific timeframes shall be noted for the 40<sup>th</sup> and 100<sup>th</sup> day of attendance as well as the End of Year data.
  - b. Special attention is given to entry of attendance records for the:
    - i. 40<sup>th</sup> day;

**Procedure No. 4410.06 Attendance Accounting**

**Page 2 of 2**

- ii. 100<sup>th</sup> day; and
- iii. End of the Year.
- c. Attendance data is submitted by deadlines mandated by the Arizona Department of Education regarding submission of state and federal data;
- d. For all disruptions to the school day:
  - i. Immediate notification is made to the:
    - (1) Education Superintendent; and
    - (2) Education Division Information Coordinator.
  - ii. A notation of the disruption is recorded on the Daily Attendance Summary;
  - iii. Any related documentation to the disruption is attached to the Daily Attendance Summary prior to filing the summary with the Daily Attendance Sheets.
- e. Attendance documentation is:
  - i. Retained in accordance with the Retention Schedule as submitted and approved by the Arizona Department of Archives, Record Retention Services;
  - ii. Securely stored in such a manner as to:
    - (1) Allow for audits;
    - (2) Protect from damage; and
    - (3) Restrict information to:
      - (a) The Education Superintendent;
      - (b) The Principal/School Administrator;
      - (c) Assigned Education System employees; and
      - (d) Auditors.

**Signature Date**

4/14/08

**Approved by Process Owner**

Patrick J. Jeske  
Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham  
Michael D. Branham, Director